

BUSINESS EDUCATION ENDORSEMENTS
AUTHORIZATIONS AND REQUIREMENTS

Business education/business-related technologies: Endorsements in these content fields authorize the holder to teach business education and business-related technologies in all public schools.

CROSSWALK OF NEW BUSINESS ENDORSEMENTS VERSUS
OLD ENDORSEMENTS

<u>New Endorsement</u>	<u>Old Endorsement Equivalent</u>
<p>Business: accounting: This endorsement authorizes the holder to teach accounting, bookkeeping, finance and investment, business mathematics and exploration of related careers;</p> <p>The candidate needs a degree in business or business education to include a minimum of 12 credits in accounting</p> <p style="text-align: center;"><u>OR</u></p> <p>30 coherent credits in business study to include a minimum of 12 credits in accounting.</p> <p>Examples include: principles of accounting, intermediate accounting, taxation, and auditing.</p>	<p>Bookkeeping and Accounting endorsement (1310)</p>
<p>Business: finance/economics/law: This endorsement authorizes the holder to teach finance and investment, economics, law, banking and insurance, business mathematics, business communications; business management, business organization and exploration of related careers;</p> <p>The candidate needs a degree in business or business education to include 6 credits in economics, 3 credits in finance and 3 credits in law</p> <p style="text-align: center;"><u>OR</u></p> <p>30 coherent credits in business study to include 6 credits in economics, 3 credits in finance and 3 credits in law.</p>	<p>General Business Studies endorsement (1320)</p>

<p>Business: keyboarding and data entry: This endorsement authorizes the holder to teach keyboarding, computer data entry, word processing and exploration of related careers:</p> <p>The candidate needs to hold a business certificate and complete a course in keyboarding and/or word processing applications. Montclair State University (MSU) offers courses in keyboarding and word processing. MSU also offers a course in electronic document production which focuses on keyboarding at a high level of competency. The candidate may submit a letter from the college faculty member of the business department verifying proficiency in typing.</p>	<p>Typewriting endorsement (1340)</p>
<p>Business: computer applications and business-related information technology: This endorsement authorizes the holder to teach business-related software applications, safety and security policies pertaining to computer use, emerging hardware and operating systems, file management, legal issues related to computer use, and exploration of related business occupations;</p> <p>The candidate needs to have a degree in business or business education to include 15 credits in any of the following areas</p> <p style="text-align: center;"><u>OR</u></p> <p>30 coherent credits in business study to include 15 credits in any of the following areas. A major in one of the following areas would also fulfill the study requirements.</p> <ol style="list-style-type: none"> 1. Management Information Systems 2. Business Related Computer Classes 3. Database Concepts for Business 4. Information Management 5. Decision Support Systems for Business 6. Computer Management 7. Systems Analysis for Business 8. Computer Networks in Business 9. Database Development for Business 10. Business Computer Programming 11. Computer Science 	<p>Data Processing endorsement (1311)</p>

<p>Business: office administration/office systems technology: This endorsement authorizes the holder to teach office organization, word processing, speed writing, business communication, office and administrative support practices and procedures, keyboarding data entry and exploration of related business occupations; and</p> <p>The candidate needs to have a degree in business or business education to include 15 credits with study in managing office systems/office systems administration, keyboarding/word processing, business communications and business related programs/software.</p> <p style="text-align: center;"><u>OR</u></p> <p>30 coherent credits in business study with 15 of the 30 credits to include study in managing office systems/office systems administration, keyboarding/word processing, business communications and business related programs/software.</p>	<p>Secretarial Studies endorsement (1330)</p>
<p>Marketing education: This endorsement authorizes the holder to teach marketing occupations including sales, advertising and retailing, global marketing, entrepreneurship and exploration of related business occupations.</p> <p>The candidate needs a degree in marketing, business, business education or 30 coherent credits in business study with a minimum of 15 credits in marketing. Marketing includes marketing distribution, retailing, sales promotion, entrepreneurship, advertising and color and design textile.</p>	<p>Marketing Education (2560) – same endorsement</p>

<p>Comprehensive business: This endorsement authorizes the holder to teach accounting, banking and insurance, business computer applications, business law, business communications, business mathematics, economics and finance, entrepreneurship; international business; keyboarding; business management; business organization, marketing; office administration/office systems technology; and exploration in business related careers.</p> <p>The candidate needs a degree in business or business education to include 30 coherent credits in business study including a minimum of 12 credits in bookkeeping and accounting, and courses in business law, economics, finance, keyboarding (typing), and computer applications.</p>	<p>Comprehensive business (1300) - same endorsement</p>
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